# Family Team Meeting QA STATEWIDE

Comparison Charts

April - July 2010 vs. August - October 2010

Nebraska Department of Health and Human Services

Quality Assurance

January 2011

# TEM 4

#### Family Team Meeing (FTM) QA Review Tool Description:

The Family Team Meeting QA review tool is sectioned into four categories or items which include (1) Facilitator preparation, (2) Team membership and attendance, (3) Team member involvement, and (4) Facilitator effectiveness. There are several indicators under each of these four items. A five point likert scale is used to rate each item based on the responses to each of the indicators under the item. The five point likert scale ranges from 0-4 where: 0=none of the indicators for this item and 4=all of the indicators for this item.

#### Notes specific to different items and indicators on the review tool.

\*The total number applicable for indicators C and D under item 1 may be less than the total number applicable for the other indicators under this item due to NA responses for these indicators. Reviewers would have rated indicator C as not applicable if the goals or agenda for the meeting did not demand any supporting documents. Reviewers would have rated indicator D as not applicable if the meeting was the final Family Team Meeting for the family.

\*The total number applicable for indicators A, B, C & E under items 2 and 3 may be less than the total number applicable for the other indicators under these items due to NA responses for these indicators.

Reviewers would have rated indicators A & B as not applicable if any of the following scenarios applied to the case:

- a. Mother/father's rights have been terminated or relinquished.
- b. The whereabouts of the mother/father was unknown, and the facilitator relays information that demonstrates concerted efforts to locate the mother/father.
- c. The mother/father was not involved in the child's life or in case planning in any way despite agency efforts to involve the mother/father, as relayed by the facilitator.
- d. The mother/father is deceased.
- e. The mother/father was incarcerated and in solitary confinement for 7 days prior to the Family Team Meeting.

#### Reviewers would have rated indicator C as not applicable if:

• The child was younger than age 9 or not developmentally appropriate to participate in case planning.

#### Reviewers would have rated indicator E as not applicable if:

• The child was not in out of home care.

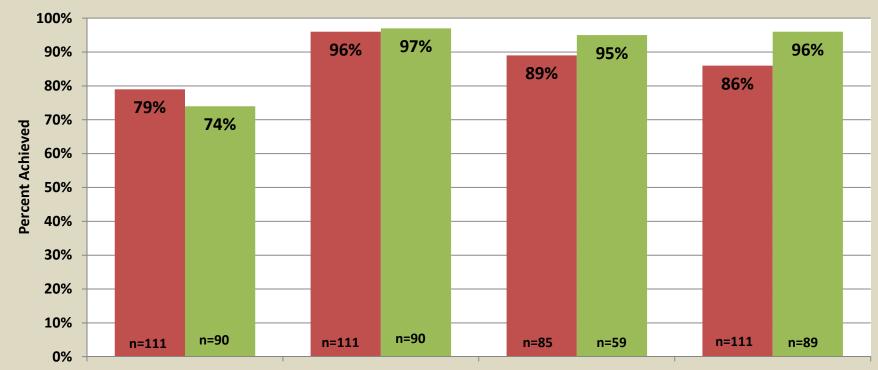
\*The total number applicable for indicator G under item 4 may be less than the total number applicable for the other indicators under this item due to NA responses for this indicator. Reviewers would have rated indicator G as not applicable if there was no conflict or disagreement during the meeting.

Apr-Jul 2010 vs Aug-Oct 2010

■ Apr-Jul 2010

#### **ITEM 1: Facilitator Preparation**

■ Aug-Oct 2010



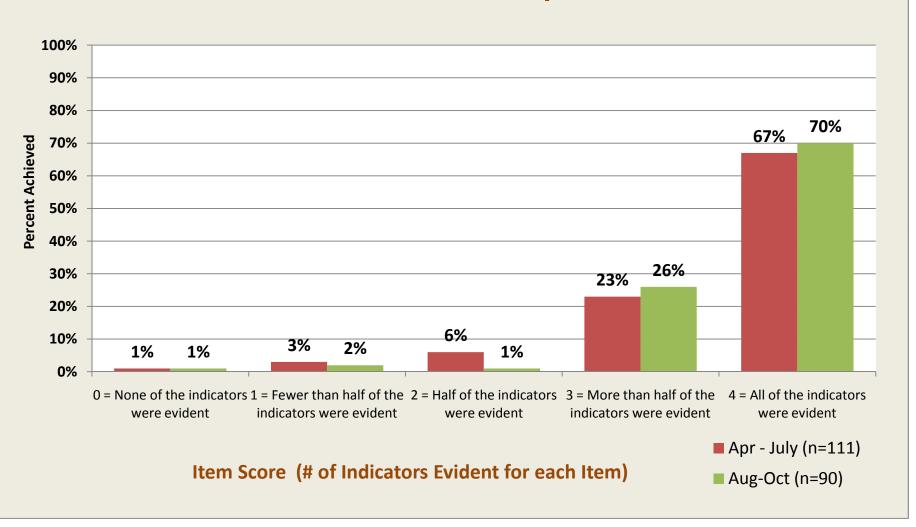
- A.) At the beginning of the meeting, did the facilitator explain the purpose and goals of the current Family Team

  Meeting?
  - B.) Was the facilitator prepared for the Family Team Meeting?
- C.) Did the Facilitator have needed documents and materials prior to the meeting?
- D.) Did the facilitator summarize the Family Team Meeting content at the end of the meeting, including next steps, timeframes and responsibilities?

#### **Item Indicators**

Apr-Jul 2010 vs Aug-Oct 2010

#### **ITEM 1: Facilitator Preparation**

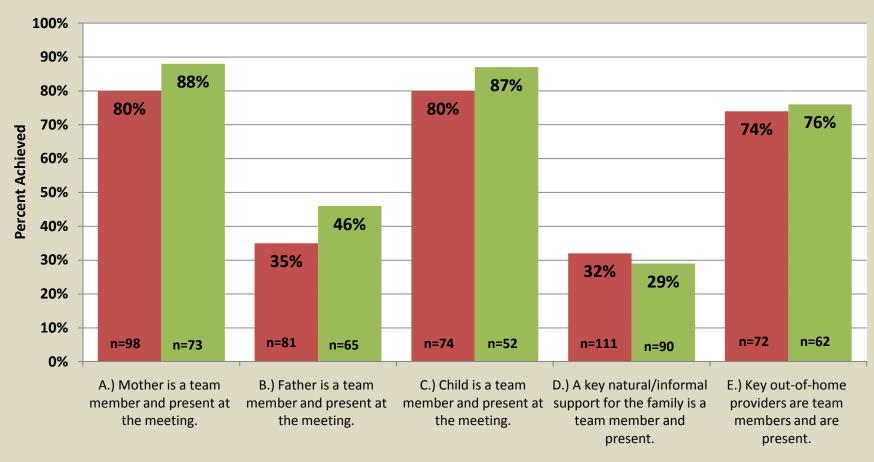


Apr-Jul 2010 vs Aug-Oct 2010

Apr-Jul 2010

Aug-Oct 2010

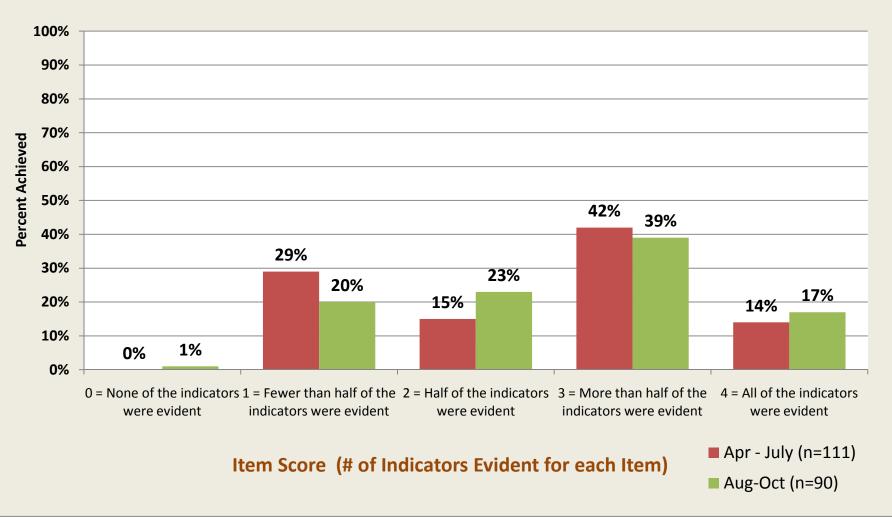
#### **ITEM 2: Team Membership & Attendance**



**Item Indicators** 

Apr-Jul 2010 vs Aug-Oct 2010

#### **ITEM 2: Team Membership & Attendance**

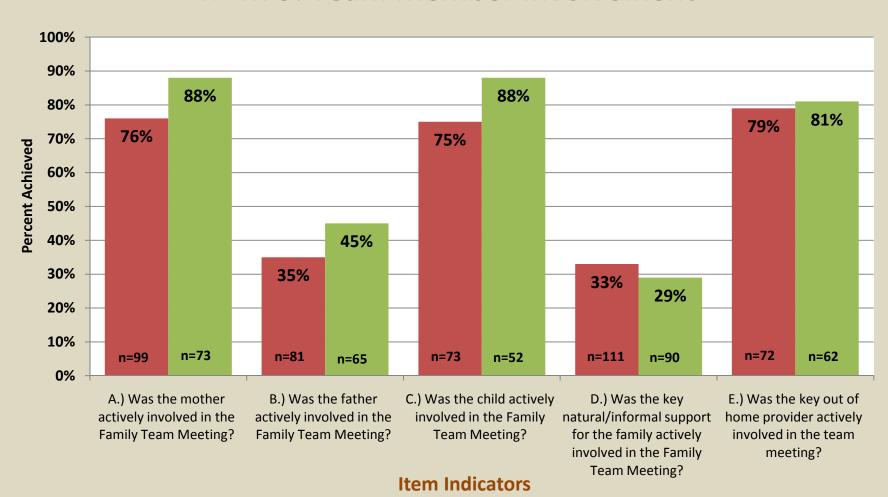


Apr-Jul 2010 vs Aug-Oct 2010

Apr-Jul 2010

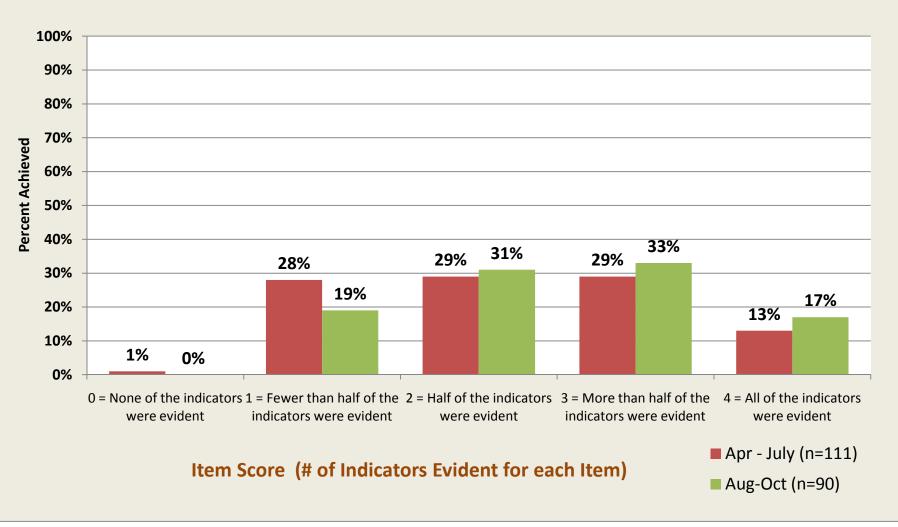
Aug-Oct 2010

#### **ITEM 3: Team Member Involvement**



Apr-Jul 2010 vs Aug-Oct 2010

#### **ITEM 3: Team Member Involvement**

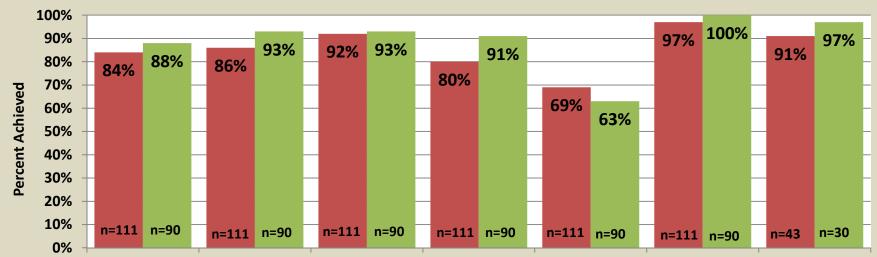


Apr-Jul 2010 vs Aug-Oct 2010

Apr-Jul 2010

#### **ITEM 4: Facilitator Effectiveness**

Aug-Oct 2010



- A.) Was the B.) Was the facilitator able to facilitator able to facilitator able to effectively assist effectively assist the team the team member members in in identifying identifying and/or and/or reviewing identifying and/or appropriate needs reviewing that are directly appropriate outcomes. related to outcomes?
  - C.) Was the D.) Was the effectively assist the team the team members in members in identifying reviewing appropriate functional appropriate strategies that are strengths to help directly related to execute identified the identified strategies? needs?
- E.) Did the facilitator effectively assist effectively assist the family in identifying and/or family's values, reviewing informal supports to help execute identified strategies?
  - F.) Did the G.) Was the facilitator facilitator able to demonstrate a manage respect for the disagreement and conflict and elicit beliefs, and underlying traditions? interests, needs, and motivations of team members?

**Item Indicators** 

Apr-Jul 2010 vs Aug-Oct 2010

#### **ITEM 4: Facilitator Effectiveness**

